

TAB

NOV 4 - 1953

MEMORANDUM FOR: General Counsel
Director of Security
Auditor-in-Chief
✓ Acting Personnel Director
Acting Comptroller
Chief, Logistics Office
Chief, General Services Office
Chief, Medical Staff

SUBJECT : Use of Abbreviations

1. The Office of the Director has noted an increasing tendency within the Agency to employ abbreviations in communications addressed to the Director and Deputy Director, without insuring that such abbreviations have been clearly explained.

2. It is, therefore, requested that, when preparing correspondence for this Office or correspondence which may be brought to the attention of the Director and Deputy Director, each title be spelled out in the first instance and followed by the abbreviation enclosed in parenthesis; thereafter, in that communication, abbreviations will suffice.



L. K. WHITE
Acting Deputy Director
(Administration)

STATINTL

NOV 10 1953

RECORDED

NOV 2 15 00 PM '53

PERSONNEL

NOV 2 5 03 PM '53
PERSONNEL DIRECTOR
OFFICE OF

| <div style="display: flex; justify-content: space-between; font-size: small;"> UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET </div> <p>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</p> | | | |
|---|---------------------------|--------------------|-------------|
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | |
| TO | | INITIALS | DATE |
| 1 | Acting Personnel Director | <i>[Signature]</i> | 18 NOV 1953 |
| 2 | PRDS 29-218 | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| FROM | | INITIALS | DATE |
| 1 | Chief / PR&DS | <i>[Signature]</i> | 17 Nov |
| 2 | | | |
| 3 | | | |
| <div style="display: grid; grid-template-columns: 1fr 1fr 1fr; gap: 5px;"> <div><input type="checkbox"/> APPROVAL</div> <div><input type="checkbox"/> ACTION</div> <div><input type="checkbox"/> COMMENT</div> <div><input type="checkbox"/> CONCURRENCE</div> <div><input type="checkbox"/> INFORMATION</div> <div><input type="checkbox"/> DIRECT REPLY</div> <div><input type="checkbox"/> PREPARATION OF REPLY</div> <div><input type="checkbox"/> RECOMMENDATION</div> <div><input type="checkbox"/> SIGNATURE</div> <div><input type="checkbox"/> RETURN</div> <div><input type="checkbox"/> DISPATCH</div> <div><input type="checkbox"/> FILE</div> </div> <p>Remarks:</p> <p>In accordance with your request, the attached PDM has been written to provide procedures for using abbreviations for titles of Agency officials. Your approval and signature are requested.</p> <p style="text-align: right; font-size: large;"># 74-53 18 Nov 53</p> | | | |

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Approved For Release 2001/08/14 : CIA-RDP80-00670A000100030044-6

ROUTING AND RECORD SHEET

INSTRUCTIONS.—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

FROM: MAIL ROOM 125 Curie Hall
STATINTL Processing & Records Division

NO.

DATE

OV 5 1955

| | ROOM NO. | DATE | | OFFICER'S INITIALS | COMMENTS |
|--------------|----------|----------|-----------|--------------------|-----------------------|
| | | RECEIVED | FORWARDED | | |
| | 225 | - 5 | NOV 1953 | (C) | 1-2 PDM? |
| | 29-218 | | 12 Nov | KB | 2 to 3 lps I think so |
| | | | 13 Nov | JK. | 2 to 3. |
| C/Procedures | | 13 Nov | 13 Nov | | deadline? |
| Monty | | 11/13 | | Me | pls. inform |
| A-PD | | | | | Nancy |
| PRDS | | | | | project (96) |
| | | | | | 3-4 Please give |
| | | | | | deadline, |
| | | | | | 5. PD M. please |
| | | | | | 18 Nov. deadline |
| | | | | | # 9453 18 Nov 53 |
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STATINTL

FORM 51-9

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